

Changes to Chapter 8- Adoption Procedures

A. Record of Adoption Form (SF5438)

4. Authorization for the local health department to establish an adoptive record of birth and seal out the original record of birth is receipt of the **photocopy** of the Record of Adoption that contains the certification....

B. Sealing the Original Record/Establishing the Adoptive Record

Reminder: all records are confidential and information cannot be divulged.
Photocopies may be shredded.

Computerized Records - (add) Indiana State Dept. of Health will seal the original birth record in the Genesis Program.

C. Legal Name Change for Adopted Persons

This record will give the name before and after the change in Part III. The **photocopy** will be sent to the local health department to amend its record

D. Record of Adoption for a Child Born in another State or Country – **ISDH only**

3. Ninety days after the Record of Adoption is filed at the Vital Statistics Unit of the Indiana State Department of Health, a delayed birth certificate can be **printed**.

E. Confidentiality of Adoption Records

The original certificate is SEALED BY ORDER OF THE COURT and is CONFIDENTIAL. IT IS A VIOLATION OF **THE LAW TO REVEAL TO THE**

G. No Record on File

From 1957 to 1969, it was possible (remove sometime)

DO NOT ISSUE THE ORIGINAL BIRTH RECORD ON AN ADOPTION

H. Fraudulent Inquiries and Telephone Calls

Contact the Vital Statistics Unit.....

- I. (The release of identifying information on adoptions occurring after December 31, 1993, is different and depends **on** whether a

The State Registrar (Indiana Adoption History Registry) requests that each local health department **refer the customer to the Indiana State Department of Health Website for the forms.**

- J. Adoption Medical History Program

4. Adult adoptees or adoptive parents may request a search for medical information. **There is a \$25 fee for this search.**

- K. Putative Father Registry

The purpose of the Putative Father Registry is **to** determine the identity.....

The Registry is administered by the **State** Registrar

The Indiana State Department of Health **has** the Putative Father Registry **forms on the ISDH Website**

Posters about the Registry are available for display **from ISDH**

Procedure used by Vital Statistics Unit ...

3. An affidavit **will be** prepared with the results of the search

CHANGES TO CHAPTER 9 – DELAYED REGISTRATION OF BIRTH

A. Indiana Births

The health departments may complete an application for Delayed Registration of Birth **for an individual over the age of 4 years old** when there is no local record of an applicant's birth. **The individual whose record is being set up cannot be deceased.**

The applicant should be advised to complete the remaining entries, written signature, and return address, and mail the form **along with two legally filed documents that are 10 years old affirming their birth name, date and place of birth and birth parents' names.**

(remove paragraph : A delayed birth....residence)

Changes to Chapter 10 – Provisional Notification of Death – Burial Transit Permit

B. Procedures for the Use of Provisional Notification of Death (410 IAC 18-1-2)

The PBT **are** used by **the** local health **departments**

Funeral directors **not** licensed in Indiana must have an Indiana licensed funeral ...

The funeral director must follow up the PBT with a properly completed **certificate** of death within seven (7) days of the date of death or ...

C. Requirements – Burial Transit Permit

A permit for disposition of human remains (PBT) must be obtained by or through an Indiana licensed funeral director prior to disposition of a body and before a body can be moved from **the** county ...

A PBT must originate from the Indiana...

Out-of-state funeral directors who do not have an Indiana license must work through a licensed **Indiana** funeral director. If there is a question about which out-of-state funeral **directors** are licensed in Indiana, the Funeral Service/Cemetery Board of the **Indiana ... The website for the Board is** <http://www.in.gov/pla/2421.htm>

I. Deaths Transferred Out of State

It is the Indiana licensed funeral director's responsibility to have the original PBT returned to the local **health** department. Prior to the body's leaving the State, the **Indiana** licensed funeral director should provide a copy of the form, ... The local health department is encouraged to make a copy of the **form** for its ...

2. Death Outside Indiana Transferred in State

When death occurs **Indiana** and the body ...

3. Burial of Parts of a Human Remain

For uniformity in procedures, an amputated part of an individual is regarded as human remains and the interment in an established cemetery is the same as if the amputated part was **an** entire body

E. Tracking of Provisional Notification of Death-Burial Transit Permit

Each **printed** form has been pre-numbered. (delete by the Indiana State Department of Health)

G. Report of Residence Addresses of Deceased

Indiana statute requires information concerning the current residence address of the deceased and the residence **addresses** for the past.....

Changes of Chapter 13 – Permits to Disinter and Reinter Human Remains

Application can be made by a spouse, parents of a minor, **next of kin**, or by court order.

A. Procedures

1. An application is completed and signed by the **parents**, spouse of the decedent, **next of kin** or court order. (remove the next two lines).
2. The application is sent to the Vital Statistics Unit of the **Indiana** State Department of Health ...
To expedite **the** process, **the application may be faxed to 317/233-1289**. (remove the rest of the line)
3. The Vital Statistics Unit issues **three** copies of the permit. One copy is sent to each cemetery **and one to be filed with the county recorder's office in the county where the disinter is taking place**.

Changes of Chapter 14 – Cremation

B. Waiver of Timeframe

The funeral director is to present a waiver, a **legally filed** death certificate, and a copy of the local health

Changes to Chapter 15 – Replace with Updated information (from NCHS Website)



Centers for Disease Control and Prevention
Your Online Source for Credible Health Information

Chapter 15

Where to Write for Vital Records

Foreign Birth and Death Certificates

- Birth records of persons born in foreign countries who are U.S. citizens
- Birth records of alien children adopted by U.S. citizens
- Certificate of citizenship
- Death records of U.S. citizens who die in foreign countries
- Records of birth and death occurring on vessels or aircraft on the high seas
- Records maintained by foreign countries
- Records of birth, death, and marriage in the Panama Canal Zone for U.S. citizens and foreign nationals

Birth records of persons born in foreign countries who are U.S. citizens

The birth of a child abroad to U.S. citizen parent(s) should be reported to the nearest U.S. Consulate or Embassy as soon after the birth as possible. To do this, the child's parent or legal guardian should file an Application for Consular Report of Birth Abroad of a Citizen of the United States of America (Form FS-579/SS-5). This form may also be used to apply for a Social Security Number for the child. A \$65.00 fee is charged for reporting the birth.

The application must be supported by evidence to establish the child's U.S. citizenship. Usually, the following documents are needed:

1. The child's birth certificate;
2. Evidence of the U.S. citizenship of the parent(s) such as a certified copy of a birth certificate, U.S. passport, or Certificate of Naturalization or Citizenship;
3. Evidence of the parents' marriage, if applicable; and
4. Affidavit(s) of the physical presence of the parent(s) in the United States.

Each document should be certified as a true copy of the original by the registrar of the office that issued the document. Other documents may be needed in some cases. Contact the nearest U.S. Embassy or Consulate for details on what evidence is needed.

When the application is approved, a Consular Report of Birth Abroad of a Citizen of the United States of America (Form FS-240) is given to the applicant. This document, known as the Consular Report of Birth, has the same value as proof of citizenship as the Certificate of Citizenship issued by the Immigration and Naturalization Service.

A Consular Report of Birth can be prepared only at a U.S. Embassy or Consulate overseas, and

only if the person who is the subject of the report is under 18 years of age when the application is made. A person residing abroad who is now 18 years of age or over, and whose claim to U.S. citizenship has never been documented, should contact the nearest U.S. Embassy or Consulate for assistance in registering as a U.S. citizen.

As of November 1, 1990, the U.S. Department of State no longer issues multiple copies of the Consular Report of Birth. However, a replacement Consular Report of Birth may be issued if the original document is lost or mutilated. The U.S. Department of State also issues certified copies of the Certification of Report of Birth (DS-1350), which contains the same information as on the Consular Report of Birth. The DS-1350 serves most needs and can be issued in multiple copies. Documents are issued only to the subject of the Consular Report of Birth, the subject's parents or legal guardian. Effective September 1, 2003 all requests must be notarized and include a copy of the requester's valid photo identification.

To request copies of the DS-1350 or a replacement FS-240, write to Passport Services, Vital Records Section, U.S. Department of State, 1111 19th Street NW, Suite 510, Washington, DC 20522-1705. Please include the following items:

1. The full name of the child at birth (and any adoptive name);
2. The date and place of birth;
3. The names of the parents;
4. The serial number of the FS-240 (if the FS-240 was issued after November 1, 1990);
5. Any available passport information;
6. The signature of the requestor and the requestor's relationship to the subject;
7. A check or money order for \$30.00 for the FS-240, \$30.00 for the first DS-1350 and \$20.00 for each additional issued at the same time per document requested, made payable to the U.S. Department of State; Remittance must be payable in U.S. dollars through a U.S. Bank. Do Not Send Cash
8. If applying for a replacement FS-240, a notarized affidavit by the subject, parent, or legal representative that states the name, date and place of birth of the subject, and the whereabouts of the original FS-240.

To obtain a Consular Report of Birth in a new name, send a written request and fees as noted above, the original (or replacement) Consular Report of Birth, or if not available, a notarized affidavit about its whereabouts. Also, send a certified copy of the court order or final adoption decree which identifies the child and shows the change of name with the request. If the name has been changed informally, submit public records and affidavits that show the change of name.

Birth records of alien children adopted by U.S. citizens

Birth certifications for alien children adopted by U.S. citizens and lawfully admitted to the United States may be obtained from the Immigration and Naturalization Service (INS) if the birth information is on file. (Address can be found in a telephone directory.) To obtain the birth data, it is necessary to provide the Immigration Office with proof of adoption or legitimation.

Certificate of citizenship

Persons who were born abroad and later naturalized as U.S. citizens or who were born in a foreign country to a U.S. citizen (parent or parents) may apply for a certificate of citizenship pursuant to the provisions of Section 341 of the Immigration and Nationality Act. Application can be made for this document in the United States at the nearest office of the Immigration and Naturalization Service (INS). The INS will issue a certification of citizenship for the person if proof of citizenship is submitted and the person is within the United States. The decision whether to apply for a certificate of citizenship is optional; its possession is not mandatory because a valid U.S. passport or a Form FS-240 has the same evidentiary status.

Death records of U.S citizens who die in foreign countries

The death of a U.S. citizen in a foreign country may be reported to the nearest U.S. consular office. If reported, and a copy of the local death certificate and evidence of U.S. citizenship are presented, the consul prepares the official Report of the Death of an American Citizen Abroad' (Form OF-180). A copy of the Report of Death is then filed permanently in the U.S. Department of State (see exceptions below).

To obtain a copy of a report filed in 1975 or after, write to Passport Services, Vital Records Section, U.S. Department of State, Washington, DC 20522-1705. The fee for a copy is \$30.00 for the first copy, \$20.00 for each additional copy. Fee may be subject to change.

Reports of Death filed before 1975 are maintained by the National Archives and Records Service, Diplomatic Records Branch, Washington, DC 20408. Requests for such records should be sent directly to that office.

Reports of deaths of persons serving in the Armed Forces of the United States (Army, Navy, Marines, Air Force, or Coast Guard) or civilian employees of the Department of Defense are not maintained by the U.S. Department of State. In these cases, requests for copies of records should be sent to the National Personnel Records Center (Military Personnel Records), 9700 Page Ave., St. Louis, Missouri 63132-5100.

Records of birth and death occurring on vessels or aircraft on the high seas

When a birth or death occurs on the high seas, whether in an aircraft or on a vessel, the record is usually filed at the next port of call.

1. If the vessel or aircraft docked or landed at a foreign port, requests for copies of the record may be made to the U.S. Department of State, Washington, DC 20522-1705.
2. If the first port of entry was in the United States, write to the registration authority in the city where the vessel or aircraft docked or landed in the United States.
3. If the vessel was of U.S. registry, contact the local authorities at the port of entry and/or search the vessel logs at the U.S. Coast Guard Facility at the vessel's final port of call for that voyage.

Records maintained by foreign countries

Most, but not all, foreign countries record births and deaths. It is not possible to list in this

publication all foreign vital records offices, the charges they make for copies of records, or the information they may require to locate a record. However, most foreign countries will provide certifications of births and deaths occurring within their boundaries.

Persons who need a copy of a foreign birth or death record should contact the Embassy or the nearest Consulate in the U.S. of the country in which the death occurred. Addresses and telephone numbers for these offices are listed in the U.S. Department of State Publication 7846, Foreign Consular Offices in the United States, which is available in many local libraries. Copies of this publication may also be purchased from the U.S. Government Printing Office, Washington, DC 20402.

If the Embassy or Consulate is unable to provide assistance, U.S. citizens may obtain assistance by writing to the Office of Overseas Citizens Services, U.S. Department of State, Washington, DC 20520-4818. Aliens residing in the United States may be able to obtain assistance through the Embassy or Consulate of their country of nationality.

Records of birth, death, and marriage in the Panama Canal Zone for U.S. citizens and foreign nationals

From 1904 until 1979, the Canal Zone Government registered all civil acts of birth, death, and marriage in the Canal Zone for U.S. citizens and foreign nationals. Since 1979, the Panama Canal Commission has issued certified copies of these documents in response to requests from the public. On December 31, 1999, the Panama Canal Commission will no longer exist. On December 1, 1999, those records were transferred to Passport Services in the U.S. Department of State, which will provide the certification service just as it does for similar records issued by U.S. Embassies and Consulates abroad.

To request copies, write to Vital Records Section, Passport Services, U.S. Department of State, 1111 19th Street NW, Suite 510, Washington, DC 20522-1705. Please include the following items for birth, death, or marriage:

1. The full name of subject at the time of event;
2. Month, day and year of event;
3. Place of event (city and country);
4. Parents' names, date and place of birth, and nationality for birth record;
5. Any available U.S. passport information;
6. Signature of the requestor, parent or guardian, or legal representative;
7. Requestor address and telephone number;
8. A check or money order for \$30.00 and \$20.00 for each additional copy issued at the same time, made payable to U.S. Department of State. Remittance must be payable in U.S. dollars through a U.S. bank. Do not send cash.

Page last updated: March 11, 2009

Page last reviewed: March 11, 2009

Content source: CDC/National Center for Health Statistics

Page maintained by: Division of Vital Statistics

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cdcinfo@cdc.gov



Changes to Chapter 16 – Forms

Indiana Adoption **Comprehensive** Medical History Report

B.ss Forms to be requisitioned through **Vital Statistics Unit, ISDH**, faxing a request to 317/233-1289. Include the name of the form, form number, quantity requested, mailing address including the person's name who is requesting the forms and a telephone number. Allow two weeks processing time.

Return Envelopes SF 47669

Provisional Notification Burial Transit Permit SF38220

Green Bar Paper No State Form #